

LOCAL VALIDATION LIST

PLANNING APPLICATION VALIDATION CHECKLIST

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General Planning Application Validation Checklist

1. Introduction

The National Planning Policy Framework (NPPF updated in 2024) states that “Local planning authorities should publish a list of their information requirements for applications for planning permission. These requirements should be kept to the minimum needed to make decisions and should be reviewed at least every two years. Local planning authorities should only request supporting information that is relevant, necessary, and material to the application in question” (para.45) This Policy sets out what “minimum” requirements applicants need to submit to enable the proper validation and determination of applications. This will ensure that applications are “fit for purpose” and minimise the need for the submission of information at a later stage. This in turn will enable the Local Authority to provide an efficient planning service and help to achieve targets for the determination of planning applications.

2. Pre-Application Advice

Rotherham Council offers an effective and efficient pre-application service. All applicants/agents are encouraged to seek pre-application advice. This is particularly relevant for larger, more complex, or potentially controversial proposals. This should help applicants identify the information and details that need to be submitted with their application. Such an approach can help minimise delays later in processing the application and identify whether other consents may be required. The Council will not entertain significant amendments to schemes once they have been submitted.

The NPPF also encourages pre-application discussions; it states early engagement has the potential to improve the efficiency and effectiveness of the planning application system. Such discussions should also involve local communities where relevant. For more information on the pre-application service, please use this link below:

<https://www.rotherham.gov.uk/planning-applications/get-advice-planning-proposals/4>

There is a charge for providing pre-application advice and the fee for this service depends on the scale of development. Further information on pre application fees can be found on the Council’s website: [Planning applications – Rotherham Metropolitan Borough Council](#)

3. Validation Procedure

All applications received by Rotherham Council will be checked against the Statutory national information requirements, and the Local information requirements (Local List).

Most minor applications will be reviewed to ensure they are complete and incorporate adequate information to validate the submission within 3 to 5 working days from the date of receipt and most major applications within 10 working days.

4. Invalid Applications

Where an application is submitted but deemed invalid under the requirements of the

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Town and Country Planning (Development Management Procedure) (England) Order 2015, applicants will be informed in writing and details given of the information which is needed to make the application valid. Where an application is not accompanied by information required by our local list, applicants should provide a short-written justification with the application as to why it is not appropriate in the particular circumstances.

Some of the validation criteria will only become apparent once a site visit has been carried out (e.g. the presence of trees on site). This may result in an apparently valid application being declared invalid at a later stage of the process, so it is important that all questions on the application form are answered correctly, and information is accurate and up to date. In circumstances where an applicant does not agree with our requirement for an item, they should discuss the point of concern with us.

Where an item specified in the local list has not been provided, or discussions fail to resolve the point of concern, there is a procedure in the Development Management Procedure Order to resolve such disputes (using an Article 12 Notice, which may be submitted at any time during the course of the application) explaining why the information requested is not required in the particular circumstances of their application. The Council will consider any written justification and either agree that the information is not required and validate the application or invalidate the application where it can be demonstrated that the additional information is necessary to determine the application.

If the dispute cannot be resolved the applicant has the right of appeal against non-determination on grounds of invalidity once the 8/13 weeks (16 weeks subject to Environmental Impact Assessments) determination period, starting with the date of receipt of the application, has elapsed. The Planning Inspectorate will determine these cases, the inspector will consider both the dispute regarding invalidity and the merits of the application itself.

5. Electronic Submissions

The preferred method of receiving applications is electronically and should be submitted via the Planning Portal at www.planningportal.gov.uk or to development.management@rotherham.gov.uk

The national standards for online submission of electronic planning documents are as follows:

Maximum single or combined file size is 15 Megabytes file size (the sum of all document file sizes).

All drawings shall include a scale bar and key dimensions, paper size and scale (for example 1:1250 at A3) to allow for electronic scaling/measuring. All plans and supporting documents should be clearly labelled. All photographs should be submitted in PDF file format.

6. Paper Submissions

If you are unable to submit your planning application electronically the Council will

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require one paper copy of the planning application form, a copy of all the above plans and one paper copy of all the documents required as part of the Local Information Requirements (Local list)

7. Information Required for Planning Applications

There are two parts to the requirements for the validation of planning applications:

Part One relates to the Statutory National Requirements relating to all application types;

Part Two is the Local Information Requirements (Local list) which differs for different application types/scales of development.

PART ONE: STATUTORY NATIONAL REQUIREMENTS

The Town and Country Planning (Development Management Procedure) (England) Order 2015 requires the following forms, plans, and information to be submitted with all applications unless otherwise stated.

The requirements are as below:

8. Planning Application Forms

Planning applications should be made on the relevant planning application form and submitted electronically via the Planning Portal or at development.management@rotherham.gov.uk

The standard (1APP) application form should be used for all applications.

All planning application forms are available to download at the Planning Portal. All forms must be signed and dated with all relevant sections completed.

9. Fee

The Planning Portal's websites sets out the current fee schedule and exemptions. The Planning Portal's fee calculator can be used to calculate the correct fee. For information on how to pay the planning application fee please refer to the Council's website at the link below:

<https://www.civicaepay.co.uk/RotherhamEstore/estore/default/Catalog/Index?newSearch=False>

10. Elevations, Cross Sections and Floor Plans

Submitting detailed plans is one of the key elements of a valid application. Therefore, it is essential that the drawings are clear and accurate and of a suitable standard. If the submitted drawings do not show the detail required, the validation of the application may be delayed until revised drawings are submitted. The drawings should be in PDF format were submitted electronically to allow accurate measurements.

With this in mind, it is essential that:

- Detailed plans are submitted showing all existing and proposed elevations of the proposal, drawn accurately to a recognisable metric scale (1:50 or 1:100); indicating dimensions, materials, and appearance.
- Plans and drawings should not contain disclaimers showing 'not to scale' as these will not be considered.
- Each plan and drawing should be clearly labelled stating the address of the site, the title of the drawing, scale, date and drawing number, with any revisions being clearly identified.

Note that roof plans will be required for proposals for all roof alterations e.g. installation of dormer windows, solar panels & increase in roof height.

11. Location Plan

All applications must include copies of a location plan based on an up-to date map. This should be at an identified standard metric scale (typically 1:1250 or 1:2500, but wherever possible the plan should be scaled to fit onto A4 or A3 size paper).

Plans should identify sufficient roads and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. The application site should be edged clearly with a red line and show the direction of north. It should include all land necessary to carry out the proposed development – for example, land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant, close to or adjoining the application site but not specifically required for the proposed development.

Applicants should provide 1 copy plus the original (unless submitted electronically).

12. Site Plan/Block Plan

The site plan should be at an appropriate scale (typically 1:200 or 1:500) for the development proposed and should accurately show the direction of North and the proposed development in relation to the site boundaries and other existing buildings. The site plan should also show the following, unless these would NOT influence or be affected by the proposed development; all the buildings, roads and footpaths adjoining the site including access arrangements, all public rights of way, the position of all trees on the site and those on the adjacent land, the extent and type of any hard surfacing and any boundary treatment.

13. Ownership Certificates

Under section 65(5) of the Town and Country Planning Act 1990, read in conjunction with Article 12 of the DMPO, the local planning authority must not entertain an application for planning permission unless the relevant certificates concerning the ownership of the application site have been completed. All applications for planning permission must therefore include the appropriate certificate of ownership. An ownership certificate A, B, C or D must be completed stating the ownership of the property.

For this purpose, an ‘owner’ is anyone with a freehold interest, or leasehold interest the unexpired term of which is not less than seven years. Ownership certificates must also be completed for applications for listed building consent, and conservation area consent for demolition. NOTICE(S) A notice to all owners of the application site must be completed and served in accordance with Article 11 of the DMPO. As noted above, site owners are freeholders and leaseholders with at least seven years of the leasehold left unexpired.

14. Agricultural Land Declaration

All agricultural tenants on a site must be notified prior to the submission of a planning application. This is required by Article 12 of the DMPO. Applicants must certify that they have notified any agricultural tenants about their application, or that there are no

agricultural tenants on the site. The certificate is required whether or not the site includes an agricultural holding. It is incorporated into the standard application form and must be signed in order for the application to be valid. No agricultural land declaration is required if the applicant is making an application for the approval of reserved matters, renewal of temporary planning permission, discharge or variation of conditions, tree preservation orders, conservation area consent for demolition, listed building consent, a lawful development certificate, prior notification of proposed agricultural or Validation of Planning Applications Local Policy 8 forestry development, a non-material amendment to an existing planning permission, or express consent to display an advertisement.

15. Biodiversity Net Gain (BNG)

Required for:

- All major applications.
- Small site applications from April 2nd 2024 (unless exempt).
- Nationally significant infrastructure projects from late November 2025.

Further information on BNG can be found via the following link: [Biodiversity net gain - GOV.UK](#)

Planning applications must be accompanied by minimum information set out in Article 7A of The Town and Country Planning (Development Management Procedure) (England) Order 2015.

The minimum requirements include a draft Gain Plan, or statement about how you intend to achieve 10% BNG (type), and an indication of whether you will provide BNG on-site, off-site or via national credits. For off-site provision, whether you have a site or provider in mind.

Planning application forms must be completed to show that this information has been provided, if they are not provided, the application will become invalid and cannot progress forward until the required details have been supplied.

Where the details have been provided in accompanying documents, applicants are encouraged to refer to these rather than duplicate this information within the application form.

16. Design and Access Statement

A Design and Access Statement (DAS) must accompany the following applications:

- All applications for major development (as defined in Article 2 of the Town and Country Planning (Development Management Procedure) (England) Order 2015; or
- If within a designated area (Conservation Area or World Heritage Site) for development consisting of one or more dwellings or a building or buildings with a floor space of 100 square metres or more.

Further information on the Town and Country Planning (Development Management Procedure) (England) Order 2015, the National Planning Policy Framework (NPPF)

and Planning Practice Guidance, can be sought at either www.rotherham.gov.uk, www.planningportal.gov.uk, and www.gov.uk

17. Environmental Impact Assessment (EIA)

Required for:

- Developments listed under Schedule 1 of the Town & Country (Environmental Impact Assessment) Regulations 2017
- Developments listed under Schedule 2 of the EIA Regs where the Council has issued a Screening Opinion which states that an EIA is required.

In respect of Schedule 2 of the EIA Regs, it is strongly recommended that Screening Opinions are sought from the Council as to whether an EIA is required prior to submitting an application.

The indicative thresholds for Schedule 2 developments can be viewed via the below link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/630689/eia-thresholds-table.pdf

In cases where a full EIA is not necessary the Council may still require environmental information to be provided depending on site conditions and the nature of the proposals.

18. General Data Protection Regulation (GDPR) and Redaction

All information submitted as part of the planning application process will be collected, used, and retained in accordance with the Council's Privacy Statement which may be viewed in full at www.rotherham.gov.uk

To comply with the GDPR the Council will redact personal information (such as email addresses, telephone numbers and signatures) from documents before making them publicly available. Please ensure all sensitive information submitted as part of the planning application is kept to a minimum to assist with the amount of redaction necessary to enable the planning process to proceed as efficiently as possible. If the Council considers that any supporting document contains unnecessary and significant amounts of personal data, such as on every page in headers or footers, applicants will be asked to revise such documents before the application is validated due to the significant officer time required to redact all the personal information.

PART TWO: LOCAL INFORMATION REQUIREMENTS (LOCAL LIST)

In addition to the national requirements above, the list below sets out further information and assessments that must be submitted with planning applications depending on their nature and scale. We will only request information about a matter which is likely to be a material consideration in the determination of the application.

This information is required to enable the validation of the application. As requirements will vary from case to case you are advised to contact us at an early stage if you are unsure about what information you will need to submit.

Validation Requirements (in alphabetical order)

19. Archaeological Assessment

Required for:

- All major applications, or larger applications
- All sites identified as part of the Council's Archaeological Scoping Studies evidence base as having 'major,' 'potential' or 'uncertain' archaeological objections to development (in accordance with Policy SP 43)

The Assessment should set out:

- The scope and degree of detail necessary in an archaeological assessment will vary according to the particular circumstances of each application. Applicants are encouraged to discuss proposals with the South Yorkshire Archaeological Service (SYAS) before any application is made. SYAS can be contacted directly at: syas@sheffield.gov.uk or telephone (0114) 205 3771 or (0114) 273 6428. The following provides some details of what may be required:
- For sites that have previously been scoped for the Council, the statement should include the results of an archaeological field evaluation (e.g. field-walking, geophysical survey, or trial trenching) as identified in the Local Plan.
- For sites not previously scoped for the Council, the statement should include the results of a desk-based archaeological assessment (and building appraisal where a historic building is affected). Where the desk-based assessment concludes there is archaeological potential, the results of an archaeological field evaluation report will also be required.
- Advice on what Historic England might expect when considering any application they are consulted on is available in 'A Guide to the Range of Information to enable Consultations with Us':
<https://historicengland.org.uk/advice/our-planning-services/charter/guide-to-the-range/>

20. Affordable Housing Statement/ Viability Appraisal

Required for all residential developments of:

- 11 units or more or sites greater than 0.5 hectares in size.
- Developments of 11 to 15 units should provide either 25% affordable housing on site or £10,000 per unit as an off-site contribution.
- Developments of 15 or more units or sites of 0.5 hectares or more should provide 25% affordable housing.

The Statement must set out the following:

- The Total number of all residential units proposed
- The percentage of affordable housing units proposed and how this relates to the requirement set out in Local Plan Policy CS7, Housing Mix and Affordable Housing and the Affordable Housing SPD
- Schedule of accommodation outlining:
 - Tenure of each unit and justification
 - Number of bedrooms
 - Unit sizes (sqm)
 - Plot number(s) of affordable units
 - Proposed standard of accessibility
 - Car parking space(s) per affordable unit
- A layout plan with the location of each affordable unit highlighted, with a key showing the proposed tenure and justification for the proposed location(s)
- Details of design and proposed quality standards of build
- Details of any Registered Provider acting as a partner in the development
- Proposed ongoing housing management i.e. transfer to a Registered Provider on RMBC's Framework
- Anticipated OMV and transfer value of each affordable property (if applicable)
- Proposed phasing of delivery and occupation on sites to be delivered over more than one phase
- The arrangements to ensure that the provision is affordable for both first and future occupiers or if not possible for the subsidy to be recycled for alternative affordable housing provision within the Borough
- Viability Assessment if provision is proposed that is non-compliant with policy. Any Viability Assessment should be carried out in accordance with the advice set out in the Affordable Housing SPD.

Please Note that it is the Council's policy to ensure that viability assessments are reviewed independently prior to arriving at a conclusion on the findings. The Council shall recover the fees associated with this work from applicants.

Developers should seek to engage with Registered Providers and the Council's Strategic Housing Team at an early stage.

Where proposals do not meet the requirements of Policy in relation to Section 106 contributions, a Viability Appraisal will be required to be submitted with the planning application. In addition, an undertaking to cover the cost of an independent assessment of the Viability Appraisal will be required. The payment is to be paid by the applicant prior to the assessment being commissioned.

The Appraisal should be undertaken in accordance with the Council's Supplementary Planning Document (SPD) No. 9 Development Viability. The SPD can be viewed via the following link: [Development Viability Supplementary Planning Document](#).

21. Agricultural Land Survey

This may be required if the proposal relates to the loss of Best and Most Versatile

Agricultural land. Guide to assessing development proposals on agricultural land - GOV.UK (www.gov.uk) and the National Planning Policy Framework at [National Planning Policy Framework - GOV.UK](#)

22. Air Quality Assessment

Required for:

- All sites within, adjacent or impacting on Air Quality Management Areas (AQMA) or where a development would result in air quality issues such as certain industrial processes for example waste recycling, sewage treatment works, furnace, or combustion processes.

The Assessment should consider:

- Existing air quality, along with the impact of additional emissions associated with the proposed development (such as, but not exclusively, traffic emissions). The assessment shall consider action to mitigate air quality impact, exposure to air pollution by the public, and mitigating actions to minimise such exposure.
- The scope of any assessment of air quality and the methodology to be employed should be discussed and approved by RMBC Regulatory Services prior to commencement. Details of current and proposed AQMAs can be found in the draft version of the Air Quality Action Plan, which can be accessed via this link:
<https://www.rotherham.gov.uk/downloads/download/182/air-quality-action-plan>

23. Ecology

Required for:

- Barn conversions.
- Demolition work
- Work to a roof, roof space, weather boarding, or hanging tiles (e.g. loft conversion, raising, extension)
- Development that will illuminate / cause light spill onto a building, mature tree, woodland, field hedge, pasture, watercourse, water body, tree line or known bat roost.
- Proposals affecting woodland or field hedgerows and/or lines of trees with obvious connectivity to woodland or water bodies;
- Proposals involving the removal or impacts on meadows, parkland, pasture, grassland, scrubland, orchard, arable field margins or other habitat;
- Major proposals within 500m of a watercourse, pond/moat, waterbody or other aquatic habitat or minor proposals within 100m
- Proposed tree work (felling or lopping) and/or development affecting a mature tree with obvious holes, cracks or cavities, dense ivy or bat/ bird box or know bat roost
- Proposals affecting gravel pits or quarries and natural cliff faces, crevices or caves
- Proposals affecting brownfield sites, allotments, or railway land
- Developments that may impact directly or indirectly (via watercourse or air pollution) a protected site (Special Area of Conservation, Special Protection

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Area, Site of Special Scientific Interest, Sites of Importance for Nature Conservation, Local Wildlife Site, Regional Geological Sites, Local Nature Reserve, Special Verge, Ancient Woodland)

- Any site where there is known protected species present.

Reports will be expected to support a planning application and the level of information required will vary depending on the site and proposed development.

The reports required should include:

- Preliminary Ecological Appraisal (PEA) or Preliminary Roost Assessment (PRA) (where appropriate)
- This should be written in a format consistent with the 'Guidelines for Preliminary Ecological Appraisal' published by the Chartered Institute and Environmental Management;
- The PEA must include a description of recent works such as vegetation clearance undertaken at the application site
- The PEA must include a biological records search of the application site and a 2km buffer from the site's boundary obtained from Rotherham Biological Records Centre

Phase 2 Protected Species Surveys

These may be required depending on the findings of the PEA/PRA and if protected species are discovered on-site then a European Protected Species Licence may be required.

Ecological Impact Assessment

Where multiple protected species surveys are carried out the submission of an Ecological Impact Assessment (ECIA) will be required where the results of the surveys and the impacts, mitigations and enhancement can be assessed collectively. This should be compiled following the guidelines outlined by CIEEM (Guidelines for Ecological Impact Assessment; CIEEM, 2018).

Major Development

- A Biodiversity Statement, at submission of application, to set out the type and the condition of the existing habitat. The statement must include the expected balance of on-site gains and off-site gains. It must also explain how many off-site gains would be secured as well as if any statutory biodiversity credits are to be used for the development. The statement must also take into account the Biodiversity Gain Hierarchy. The statement will demonstrate the general biodiversity condition of the site that will require a Biodiversity Metric, a Biodiversity Net Gain plan, as well as a Habitat Management and Monitoring Plan. These will look to be discharged post approval.
- Statutory Biodiversity Metric, this must show completed sections, pre and post development. It must also include biodiversity calculations for all habitat types and must meet the trading rules.
- A plan (drawn to a recognisable metric scale and showing the direction north) identifying the existing on-site habitat and post development habitat. The plan should also indicate Biodiversity units for each habitat parcel.
- A Preliminary Ecological appraisal will be required. This will identify all the

ecological features on the site and determine if any further surveys need to be undertaken. Where there is a need and more details are required, an Ecological Impact Assessment will be required. This assessment will identify the impact, quantify it, and then evaluate the impacts of the development upon the habitats.

- At validation stage a draft Biodiversity plan will need to be submitted which will include a Habitat Management and Monitoring plan. This can be found on the Government Website, using this link:
<https://www.gov.uk/guidance/creating-a-habitat-management-and-monitoring-plan-for-biodiversity-net-gain>

Minor Development

- An initial Biodiversity statement is required in order to state how the 10% Biodiversity Net Gain will be achieved by the development.
- Statutory Biodiversity Metric – Small Site Metric, showing pre commencement and post site sections.
- A plan (drawn to a recognisable metric scale and showing the direction north) identifying the existing on-site habitat and post development habitat. The plan should also indicate Biodiversity units for each habitat parcel.

It is advisable for all development subject to Biodiversity Net Gain to be discussed early at Pre application stage.

24. Building for a Healthy Life Assessment

Required for:

- All major residential development (full and outline).
- A site area in excess of 0.5 Ha.

Building for a Healthy Life (BHL) is the latest edition of- and new name for- Building for Life 12 (BfL12). The original 12 point structure and underlying principles within Building for Life 12 are at the heart of BHL.

The Building for a Healthy Life Assessment should be incorporated into the Design and Access Statement. The assessment should respond to and expand upon the 12 considerations set out in Building for a Healthy Life. These can be view using this link: <https://www.gov.uk/government/collections/building-healthy-places>

25. Community Infrastructure Levy (CIL)

Required for:

- Any application type which creates a new dwelling(s) (use class C3) either by new build or conversion, except where a dwelling(s) (already C3) is/are sub-divided into two or more C3 units and there is NO increase in floor area.
- Any application type which creates net additional residential floor space of 100 sqm or more.
- Any application type which creates a new HMO (Use class C4 or SG)
- Any application type which creates new retirement living accommodation (residential units which are sold with an age restriction typically over 50s/55s)
- Any application type which creates a supermarket (shops above 370 sqm gross internal floorspace where weekly and daily food shopping needs are

met and which can also include non-food floorspace as part of the overall mix of the unit)

- Any Application type which creates retail warehouses/retail parks (stores above 1,100 sqm gross internal floorspace (this includes any mezzanine floorspace) selling comparison goods such as bulky goods, furniture, other household and gardening products, clothing, footwear, and recreational goods.)

A completed CIL form 1 is required at validation stage. The form for completion can be found at this link: <https://www.planningportal.co.uk/planning/policy-and-legislation/CIL/download-the-forms>

26. Coal Mining Risk Assessment

Required for:

- All non-householder applications which fall within the Coal Mining Development Referral Areas as defined by The Coal Authority – with discretion for small scale development that may not pose a risk to past coal mining features.

Further Information and guidance can be found on the Coal Authority web site using this link: <https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments>

Use the Coal Authority's interactive map viewer, via the link below, to see if your site is in a Development High Risk Area.

<https://mapapps2.bgs.ac.uk/coalauthority/home.html>

Guidance on the content of the risk assessment can be found using the link below: <https://www.gov.uk/guidance/planning-applications-coal-mining-risk-assessments#content-of-a-coal-mining-risk-assessment>

If an Environmental Statement (ES) is required it is suggested that the CMRA is included within the ES.

Formal pre-application advice includes details of whether a site is within a Coal Mining Referral Area. The National Planning Framework and associated National Planning Practice Guidance provide comprehensive guidance and further details can also be accessed at: <https://www.coal.gov.uk/services/planning>

27. Contaminated Land Assessment

Required for:

- Any Minor/Major application where contamination is known or suspected due to the nature of the previous use of the site or the proposed use would be particularly vulnerable.
- Construction Environmental Management Plan (CEMP) is required for all major applications.

Where a development is proposed, it is the responsibility of the developer to ensure that issues of land contamination are appropriately considered, that remediation

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(where necessary) takes place, and that the land is safe and 'suitable for use' i.e. the site is cleaned up to a level which is appropriate for the proposed end use.

Where contamination is known or suspected there is a process comprising 4 phases for addressing the issue. Full details of this process are set out in Yorkshire & Humberside Pollution Advisory Council's (YHPAC) document: Development on Land Affected by Contamination – Technical Guide for Developers, Landowners and Consultants. In short, these phases are:

- Phase 1 – Desk Study, Site Walkover & Initial Risk Assessment
- Phase 2 – Site Investigation & Risk Assessment
- Phase 3 – Remediation
- Phase 4 – Verification

A Phase 1 Study, often referred to as a Contaminated Land Assessment, is required on all sites where contamination is known or suspected unless the applicant can provide evidence that a site has been previously remediated, that this remediation was verified, and that the proposed development will not undermine the previous remediation (e.g. as a result of excavations).

Where the Phase 1 Study reveals that there is potential for contamination, a Phase 2 Site Investigation & Risk Assessment will also be required. The content of this should follow the checklist in the YHPAC Technical Guide and include recommendations for remediation. Phases 3 and 4 would usually be dealt with by way of planning conditions (in the event that permission is granted) and as such these would not be necessary in order to validate an application.

Guidance can be obtained from the following documents:

- Yorkshire & Humberside Pollution Advisory Council: Development on Land Affected by Contamination – Technical Guide for Developers, Landowners and Consultants.
- BS1017:2001 – Investigation of potentially contaminated site – Code of practice.
- NHBC/Environment Agency – Guidance for the Safe Development of Housing and Land Affected by Contamination, R&D Publication 66.

It is advised that the methodology and scope of any desk study or site investigation is discussed through pre-application discussions, including the Contaminated Land Officer, based in RMBC's Regulatory Services, prior to it being carried out.

28. Fire Statement

Required for relevant buildings which:

- Contain two or more dwellings or educational accommodation
- Meet the height condition of 18m or more in height, or 7 or more storeys

"Dwellings" includes flats, and "educational accommodation" means residential accommodation for the use of students boarding at a boarding school or in later stages of education (for definitions see article 9A(9) of the Town and Country Planning Development Management (England) Procedure Order 2015 as amended by article 4 of the 2021 Order.

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Fire statements must be submitted on a [form published by the Secretary of State](#) (or a form to similar effect) contain the particulars specified or referred to in the form, which includes information about (not exhaustive list):

- the principles, concepts and approach relating to fire safety that have been applied to each building in the development
- the site layout
- emergency vehicle access and water supplies for firefighting purposes
- what, if any, consultation has been undertaken on issues relating to the fire safety of the development; and what account has been taken of this
- how any policies relating to fire safety in relevant local development documents have been taken into account

Further information on fire statements and the fire statement form is available via [Fire safety and high-rise residential buildings \(from 1 August 2021\) - GOV.UK](#)

29. Flood Risk Assessment

Required for:

- Planning applications for development proposals of 1 hectare or greater in Flood Zone 1 and all proposals for new development located in Flood Zones 2 and 3 shall be accompanied by an FRA.

The assessment should identify and assess the risks of all forms of flooding to and from the development and demonstrate how these flood risks will be managed, taking climate change into account. For major developments in Flood Zone 1, the FRA should identify opportunities to reduce the probability and consequences of flooding. An FRA will also be required where the proposed development or change of use to a more vulnerable class may be subject to other sources of flooding or where the Environment Agency, Internal Drainage Board and/or other bodies have indicated that there may be drainage problems.

30. Geology

Local Geological Sites are areas of land that support recognised and valued geological features and are protected by Local Plan policies. Where a proposed development could directly or indirectly potentially impact upon a Local Geological site, you must make this clear in your application and answer yes in the Biodiversity and Geological Conservation section of the planning application form.

You must then submit a report that provides evidence that the geological feature is clearly identified, and potential impacts are fully considered.

What is required:

The location and extent of the geological feature will be an important consideration in relation to the scale of the proposed development.

The geological report should always include:

- An up-to-date condition assessment in the first instance
- A statement to show how the design and location of the development has taken into account in relation to the location of the local geological site
- How adverse effects or impacts have been avoided

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- For unavoidable impacts; how can these be mitigated, reduced, or as a last resort compensated Reports should be proportionate and provide all the information that is relevant and material to the proposals. The mitigation hierarchy should be used to identify how the potential adverse effects would be avoided, mitigated and compensated.
- Further advice is available in – Biodiversity and Geological Conservation – Statutory Obligations and their Impact within the Planning System (Circular ODPM 06/2005 & DEFRA 01/2005). This circular should be read in conjunction with the National Planning Policy Framework and the Planning Practice Guidance.

31. Health Impact Assessment

Required for:

- Large scale major housing developments in excess of 100 dwellings
- Large scale non-residential schemes of 5,000 sqm +
- Hot food takeaway applications
- Other relevant major development proposals

The Health Impact Assessment (HIA) framework is a practical tool used to judge the effects of the planning application on the health and wellbeing of different groups of people. The contents of the HIA will depend on size, nature and location of development but should include:

- Housing quality, affordability & design
- Employment & skills
- Access to health & social care
- Access to open space and nature
- Air quality & noise
- Accessibility and active travel
- Access to healthy food
- Crime reduction and community safety
- Climate change and energy usage
- Social cohesion and inclusive design

The findings of the HIA will inform recommendations as to how any positive health impacts of the planning application may be improved and any negative impacts may be avoided or reduced.

Specifically in relation to Hot Food Takeaways, the HIA should identify the number of other similar outlets within the vicinity and the proximity of any schools.

Further information can be found in the Supplementary Planning Document Equal and Healthy Communities, this can be viewed using the below link:

<https://www.rotherham.gov.uk/downloads/file/1786/spd5-equal-healthy-communities-june-2020->

32. Heritage Statements:

Required for:

- Applications for Listed Building Consent.
- Applications affecting setting of a listed building or ancient monument.

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- Applications on sites located within or adjacent to the Conservation Area.
- Applications affecting sites on the local heritage list.

The Assessment should set out:

- The scope and degree of detail necessary in a Heritage Statement will vary according to the particular circumstances of each application. Applicants are encouraged to discuss proposals with the Council's Conservation Officer before any application is made. The following provides some details of what may be required:
- For applications for Listed Building Consent, a written statement that includes a schedule of works, an analysis of the significance of archaeology, history and character of the building/structure, the principles of and justification for the works and their impact on the special character of the Listed Building and its structure, its setting and the setting of any adjacent Listed Buildings is likely to be required.
- For applications for Planning Permission in Conservation Areas, a written statement that includes a structural survey, an analysis of the character and appearance of the building/structure, the principles of and justification for the proposed demolition and its impact on the special character of the area is likely to be required.

33. Hostile Vehicle Mitigation

Required for:

- Dwelling developments of 10 or more dwellings
- All major commercial/leisure developments
- New public spaces
- Change of use applications where events are proposed
- Traffic Management
- Parcel Drop Boxes

A Security Considerations Assessment (SCA) should be submitted with your application, for any exemptions or for further information on when an SCA should be submitted, please use the following link: <https://www.npsa.gov.uk/security-considerations-assessment-sca>

34. Landscape Assessment

Required for:

- All full applications or outline applications where landscaping is not reserved for major development that include any external space (residential applications for 10 or more houses and/or on sites of 0.5 hectares or more, non-residential applications for 1000 square metres or more gross floorspace and/or 1 hectare or more) should be accompanied by a landscaping scheme.

A Landscape Assessment should be submitted as part of a scheme which is likely to have a visual impact upon the surrounding landscape. These documents should also be submitted when a scheme requires an Environmental Impact Assessment. The documents to be submitted are:

- A landscaping scheme in outline or sketch form or landscape strategy, sufficient to convey the principles of what is intended, and the amount of land

that will be set aside for landscape treatment. Applicants should show hard and soft landscaping as an integral part of their design or on outline applications, give an indication of the landscaping strategy to be adopted. Applicants should not assume that landscaping can be dealt with by condition.

- One or more plans should be provided to show existing site boundaries, features, and levels.
- The extent of existing planting including those trees or areas of vegetation that are to be retained, and those that it proposed to remove. Similarly details of any other existing features of landscape, amenity or conservation interest and proposals for retention/removal.
- The location and extent of any screening through buildings, trees, or other features on or adjacent to the site that the development would benefit from.
- The extent of any changes to existing ground levels where these are proposed. This should also identify the extent of ground preparation and top soiling proposed.
- Any constraints in the form of existing or proposed site services, or visibility requirements.
- The intended uses and treatment of any external spaces, and the position and general type of planting proposed.
- The scheme should also state how it is intended that the landscaping will be managed in the future.

Landscaping schemes/strategies should be undertaken and prepared by a competent person, with suitable qualifications and experience such as a qualified landscape architect. A detailed landscaping scheme will be required to be submitted and approved prior to the commencement of development on site.

35. Lighting Assessment

Required for:

- An application that includes proposals for external illumination (e.g. security lighting of buildings and open areas, car-park lighting, floodlighting of sports facilities) and where the development site is in the vicinity of residential property, a listed building or a conservation area, or is in open countryside, the applicant must provide a lighting impact assessment.

The assessment should include:

- A layout plan showing the location of all the light fixtures and beam orientation and spread patterns of illuminated areas with specified lux levels. This should include the proposed design level of maintained average horizontal illuminance for the areas that needs to be illuminated and the predicted vertical illuminance that will be caused by the proposed lighting when measured at windows of any properties in the vicinity.
- Elevational details showing the position of the lighting units (whether freestanding or attached to existing buildings or structures).
- A detailed performance specification of the equipment proposed.
- The proposed times of which the lighting will be in use.
- The measures that will be taken to minimise or eliminate glare and stray light arising from the use of the lighting that is caused beyond the boundary of the site.
- An assessment of the impact of the lighting on the adjoining uses and the

locality generally.

The assessment should also include mitigation measures to remove or reduce any adverse impacts identified. The lighting impact assessment should be provided by an appropriately qualified practitioner. Further advice can be found in Lighting in the Countryside: Towards Good Practice (1997) and the Institute of Lighting Professionals - Guidance Note 01/21 – Reduction of Obtrusive Light. This advice is applicable to urban areas as well as the countryside.

36. Noise Assessment

Required for:

- Where developments will raise issues of disturbance by noise to the occupants of nearby existing buildings, and for developments that are considered to be noise sensitive and are close to existing sources of noise, they shall be supported by a noise assessment prepared by a suitably qualified acoustician.
- Applications including extractors or air conditioning/refrigeration, compressor units and air source heat pumps in the vicinity of noise sensitive developments (including but not limited to residential properties).

Noise Assessments should outline the existing noise environment, the potential noise sources from the development, or the noise sources likely to affect the development, together with any mitigation measures.

All noise assessments should be carried out by a suitably qualified and competent person. Developers may wish to contact the Association of Noise Consultants <http://www.association-of-noise-consultants.co.uk/> (020 8253 4518) or the Institute of Acoustics <http://www.ioa.org.uk> (0300 999 9675) for a list of members.

37. Openspace Assessment

Required for:

- Where there is a loss of allocated or incidental Green/open space; or
- Open Space/Greenspace is required as part of a new development in line with Sites and Policies Policy SP37.

Where there is loss of an existing allocated or incidental open space, the assessment should include:

- Details of the current and recent use of the site for recreational purposes
- Details of other open space and/or recreational facilities in the locality (accompanied by a plan)

An explanation of at least one of the following, that:

- Sports and recreation facilities can best be retained and enhanced through the redevelopment of a small part of the site; or
- Adequate replacement recreational land or equivalent community benefit can be provided in no less convenient location; or
- Retention of a site is not necessary.

Where open space is required as part of a new development, the assessment should

include:

- The precise location of the open space land in relation to the layout of the overall scheme (normally, the open space should be shown on the site layout plan(s).
- Details of the layout of the open space including all fixed equipment, fencing, access arrangements and planting.
- A timescale for the open space to be completed and made available, preferably in relation to the timescale for the overall development.
- Proposals for the future maintenance of the open space. If this involves transferring the site into Council ownership, draft heads of terms of the necessary s106 agreement
- If provision is to be met by a financial arrangement rather than on site, draft heads of terms of the necessary s106 agreement, please refer to S106 section.

38. Planning Obligation – Draft Heads of Terms

Required for:

- Where the need for a planning obligation is clear from the content of local plan policy (or supplementary planning guidance), or where the need has become clear during pre-application discussions, a statement setting out the proposed draft heads of terms shall be submitted with the application.

Planning obligations (or ‘section 106 agreements’) are private agreements negotiated between local planning authorities and persons with an interest in land (normally, but not exclusively, the application site).

They are intended to make development proposals acceptable when they would otherwise be unacceptable in planning terms. Where the need for a planning obligation is clear from the content of local plan policy (or supplementary planning guidance), or where the need has become clear during pre-application discussions, a statement setting out the proposed draft heads of terms would assist in the determination of the application.

Details of title (i.e. ownership of land) and of legal representation are also useful in enabling the Council to make early progress with the necessary documentation concurrently with considering your application. Further advice is contained through this link:

<https://assets.publishing.service.gov.uk/media/5a797742e5274a3864fd73c4/151363.pdf>

39. Planning Statement

Required for:

- All major planning applications
- Any development which is a departure from planning policy

A planning statement identifies the context and need for a development and includes an assessment of how the development accords with relevant national, regional and local planning policies. The statement may also include other details, such as relevant information about the use(s) proposed or details of consultation

undertaken. It may also include information on other aspects of the application where a separate statement is not required.

40. Retail Impact Assessment and Sequential Tests

Required for:

- A Sequential Test will be required for any main town centre uses (in edge of centre or out of centre locations).
- An Impact Test will be required if the proposed floorspace exceeds 500sqm.

A Sequential Test is required where the following uses or extensions to these uses are proposed outside a defined town centre. Retail development (including shops, warehouse clubs and factory outlet centres); leisure, entertainment facilities, the more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres and gyms, indoor bowling centres, and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

A Sequential Test should demonstrate:

- Evidence to show that there are no more central sites for the development;
- Evidence that the location(s) are accessible.

A Retail Impact Assessment is required where a proposal is for retail development or for another use (or set of uses) that would normally be found in a town centre. Or if the proposal involves a retail or leisure development of over 500 square metres gross floorspace (or a smaller development where this is likely to have a significant impact on a smaller centre). The assessment would also be required, if the site is in an 'edge of centre,' 'out of centre' or 'out of town' location, and if it is not in an established district or local centre or would be of a scale inappropriate in such a centre. The assessment would also be required if the development would not be in accordance with the Development Plan.

A Retail Impact Assessment should demonstrate:

- An assessment of the need for the proposed development
- Evidence that the development is of an appropriate scale
- Evidence that there are no unacceptable impacts on existing centres

41. Rotherham Healthy Communities Checklist

Required for:

- Applications of 25 or more dwellings or 1,000 sqm or more of non-residential floor space
- Minor applications for non-residential uses within residential allocations as shown on the Local Plan Policies Map

The checklist in the Supplementary Planning Document No. 5 Equal and Healthy Communities or an alternative assessment which considers the issues set out in the checklist, (available via [Equal and healthy communities](#)) shall be completed and submitted alongside other documents accompanying an application for pre-application advice or for planning permission. Submission of the checklist at pre-

application stage can assist in providing early evidence of how health and wellbeing and equality considerations have informed the layout and design of development proposals and assist the Council in providing appropriate feedback.

42. Structural Survey

Required for:

- Barn conversions (or changes of use of existing buildings within the green belt) and demolition of a listed building or building within a conservation area which adds to the character of the area.

The survey should include a report with any structural issues and defects in regard to the existing building and highlight any potential problems that may affect the proposed development.

43. Statement of Community Involvement

Required for:

- Major planning applications - 10 or more dwellings (or a site larger than 0.5 hectares) or 1,000 or more square metres floorspace (or a site larger than 1 hectare).

The Statement must explain how the community has been involved in the preparation of the planning application and the steps that will be taken to encourage this involvement.

The Council's Statement of Community Involvement can be viewed following the below link:

<https://www.rotherham.gov.uk/planning-development/guide-can-influence-planning-decisions/1>

44. Telecommunications Supplementary Information

Required for:

- Planning applications for mast and antenna development by mobile phone network operators.

Planning applications for mast and antenna development by mobile phone network operators should be accompanied by a range of supplementary information including: the area of search, details of any consultation undertaken, details of the proposed structure, and technical justification and information about the proposed development.

Planning applications should be accompanied by a signed declaration that the equipment and installation has been designed to be in full compliance with the requirements of the radio frequency (RF) public exposure guidelines of the International Commission on Non-Ionizing Radiation Protection (ICNIRP). Further guidance on the information required is set out in the *Code of Practice on Mobile Network Development 2002*.

45. Transport Assessment & Transport Statements and Travel Plans

Required for:

- Thresholds are shown in the guidance link below:

<https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements#transport-assessments-and-statements>

A Transport Assessment (TA) should be submitted as part of any planning application where the proposed development has significant transport implications. The coverage and detail of the TA should reflect the scale of the development and the extent of the transport implications of the proposal. For smaller schemes, the TA should simply outline the transport aspects of the application, while for major proposals, the TA should illustrate accessibility to the site by all modes of transport and the likely modal split of journeys to and from the site. It should also give details of proposed measures to improve access by public transport, walking and cycling, to reduce the need for parking associated with the proposal and to mitigate transport impacts.

A Travel Plan must be prepared in accordance with Council guidelines and should be submitted alongside planning applications which are likely to have significant transport implications.

More guidance is provided in the Department of Transport Guidance on Transport Assessments and the 'Good Practice Guidelines: Delivering Travel Plans through the Planning Process.' Guidance can also be obtained on the Gov.uk website using the following address: <https://www.gov.uk/guidance/travel-plans-transport-assessments-and-statements>

Further information can be found in the Supplementary Planning Document Transport Assessments, Travel Plans and Parking Standards, this can be viewed using the below link: <https://www.rotherham.gov.uk/downloads/file/2427/spd12-transport-assessments-travel-plans-and-parking-standards-june-2021>

46. Tree Survey

Required for:

- When there are trees and hedges on an application site, or on land adjacent to it that could be influenced or be affected by the development (including street trees), information will be required on which trees/hedges are to be retained and on the means of protecting them during construction works. This information should be prepared by a qualified arboriculturist.

Full guidance on the survey information, protection plan and method statement that should be provided with the application is set out in the current BS5837 'Trees in relation to construction- recommendations.'

Surveys should also be accompanied by utility statements to demonstrate that routes have been planned to avoid as far as possible the potential damage to trees/hedges.

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Details to be provided include:

- Reference number (to be recorded on the tree survey plan to a scale and level of accuracy appropriate to the proposal)
- Species- common and scientific names
- Height in meters
- Stem diameter in millimetres at 1.5m above ground level (on sloping ground to be taken on the upslope of the tree base) or immediately above the root flare for multi-stemmed trees
- Branch spread in metres taken at the four cardinal points to derive an accurate representation of the crown (to be recorded on the tree survey plan)
- Height in metres of the crown clearance above adjacent ground level (to inform on ground clearance, crown stem ration and shading)
- Age class (young, middle aged, mature, over-mature, veteran)
- Physiological condition (e.g. good, fair, poor, dead)
- Structural condition, e.g. collapsing, the presence of decay and physical defect Preliminary management recommendations, including further investigation of suspected defects that require more detailed assessment and potential wildlife habitat
- Estimated remaining contribution in years (e.g. less than 10, 10-20, 20-40, more than 40)
- R or A to C category grading to be recorded and indicated on the tree survey plan
- Root protection areas
- A tree constraints plan
- Construction exclusion zones
- Tree protection plan
- Arboricultural implication assessment
- Arboricultural method statement
- Existing and proposed contours and levels

For works affecting trees protected by a tree preservation order or conservation area designation, a report by a tree professional will be required to be submitted with the application. The report, produced by a suitably qualified and experienced person shall include details of replacement planting, including species, numbers, proposed planting positions, planting preparation, size at planting, method of support, irrigation, and maintenance proposals.

Where a protected wildlife species may be affected by felling or works to trees, applicants are strongly advised to submit a detailed survey and report prepared by a suitably qualified ecologist or specialist.

Further information can be found in the Supplementary Planning Document - Trees, this can be viewed using the below link:

https://moderngov.rotherham.gov.uk/documents/s141821/2023-07-10_Cabinet_SPDs_Appx%203_Trees%20SPD.pdf

47. Ventilation/Extraction Statement

Required for:

- Restaurants & Cafes – Class E
- Drinking Establishments – Sui Generis
- Hot Food Takeaways – Sui Generis
- Major Retail >1000m²
- Major Business >1000m²
- Major Industry >1000m²
- Major Leisure >1000m²
- Major Other > 1000m²

Details of the position and design of ventilation and extraction equipment, including odour abatement techniques will be required.

This information (excluding odour abatement techniques, unless specifically required) will also be required for significant (1000 sqm gross floor area) retail, business, industrial, or leisure or other similar developments.

Where a new restaurant or café is proposed in close proximity to sensitive receptors then an odour risk assessment shall be carried out to assess the likelihood of adverse impact and identify any necessary mitigation measures. This shall be carried out by a competent person/s and in line with current best practice and guidance. Applicants are referred to guidance provided by EMAQ: Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems (V2) (2022).

Where a new sensitive development is proposed in close proximity to an existing restaurant or café then an odour risk assessment shall be carried out to assess the likelihood of adverse impact and identify any necessary mitigation measures. This shall be carried out by a competent person/s and in line with current best practice and guidance. Applicants are referred to guidance provided by IAQM: Guidance on the Assessment of Odour for Planning (version 1.1 July. 2018).

CONTACT DETAILS

If you have any questions regarding this document, please contact Development Management:

Email: development.management@rotherham.gov.uk

Telephone: 01709 823835

Website: <https://www.rotherham.gov.uk/planning>

Post: Development Management,
Planning, Regeneration and Transport,
Regeneration & Environment Services,
Rotherham Metropolitan Borough Council,
Riverside House, Main Street, Rotherham, S60 1AE

To submit an enquiry to Development Management online, please use the below link:

<https://www.rotherham.gov.uk/xfp/form/216>